

**“LWP Name”
Breast Pump Loan Guidelines**

Pump Issuance Eligibility Criteria:

Pump issuance should be offered to participants on the basis of need with first priority going to premature or hospitalized infants. The issuance must be to participants of the “LWP Name” WIC Department. The nutritionist will determine the need for the breastpump and if need exceeds supply breast pumps will be given in the following priority:

- ☐ Premature or hospitalized infant or mother
- ☐ Feeding or latching problems
- ☐ Low milk supply
- ☐ Mother of multiple infants
- ☐ Temporary breastfeeding problems such as engorgement and medication contraindicated for breastfeeding
- ☐ Mother returning to work or school

Guidelines:

1. WIC staff must ensure that the participant fully understands she is responsible for the electric pump and she will be required to reimburse “LWP Name” WIC agency for the full value of the pump if it is lost, stolen or damaged.
2. Before giving the pump to the participant, verbal and written instructions on the proper assembly, use and cleaning of the pump and storage and use of expressed breast milk must be given.
3. WIC Staff shall have participants read and initial each statement on the electric breastpump loan/release form. If the participant cannot read, the loan/release form shall be read to the participant. The form shall be signed by the participant and the WIC nutritionist, and a copy given to the participant and a copy kept in the participant’s chart.
4. The WIC nutritionist is required to have the mother demonstrate that she can assemble and disassemble the pump before loaning.
5. If mother did not receive a Lactina Double Pumping Kit at the hospital, one can be purchased through the health department at a cost of \$____. Collection kits shall not be returned and shall not be used by other mothers.
6. A refundable deposit of \$____ shall be collected before the pump is loaned and will be refunded to the participant upon receipt of the pump, if it is returned in proper working condition.
7. A follow up contact by a trained designated staff person is recommended within 24-48 hours, when possible, to assure that the pump is operating correctly and the mother is using it properly.
8. Mothers who are issued an electric breastpump should be scheduled monthly at the WIC clinic to assess how breastfeeding is going and the continued need of the pump. The mother’s chart should be colored coded to alert the nutritionist that the participant has been loaned a pump.
9. Upon return to the clinic, staff shall check the pump case for parts, plug in the pump ~~in~~ to ensure it is in good working order, assess the pump for damage, and clean the pump motor casing with sanitizing solution and access for insect infestation.
10. WIC staff shall keep an electric breastpump tracking and maintenance log. Information to be documented shall include breast pump serial numbers, date purchased, current condition of pump (good condition, lost, need repair, etc.), and if the pump is currently being loaned and to whom.
11. If a participant fails to return a pump, they should be contacted first by phone and if contact is not made, a certified letter will be mailed to the participant. If pump is still not returned, file a report with police department and complete the State lost/stolen report and submit to the State WIC office.

Sample Agency Breast Pump Loan Guidelines